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Approved For Release 2000/05/08 : CIA-RDP78-03572A000100030001-1

27 March 1973

MEMORANDUM FOR: Director of Training

THROUGH : Chief, Support School

SUBJECT : Course Report - Support Services Review:
Trends and Highlights No. 40 (4-73)

25X1A

1. The fortieth running of the Support Services Review: Trends and Highlights was conducted at the [REDACTED] 26 February - 2 March 1973. Forty-seven students attended: 36 men and 11 women; four of the men were black. The Course Schedule, Student Roster and Student Critiques are Attachments A, B and C respectively.

2. The critiques were generally favorable. The students appreciate the frank, honest presentations and replies to their questions.

3. Every office seems to keep their presentations updated. SIPS, as an example, is in the process of making some changes in the hopes that more show and tell thru slides and a movie will greatly improve their presentation. They hope to have this accomplished by the first running in FY 1974.

4. All speakers attended as scheduled except:

25X1A
25X1A

[REDACTED] for John F. Blake

[REDACTED]
Robert S. Wattles for John Coffey

25X1A

[REDACTED]
Course Administrator

Attachments:

A. Course Schedule

B. Student Roster

C. Course Critiques

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CENTRAL INTELLIGENCE AGENCY

SUPPORT SERVICES REVIEW TRENDS AND HIGHLIGHTS

Course No. 4-73
(Fortieth running)
26 February - 2 March 1973

Seminar Room, Administration Building
[REDACTED]

25X1A

OBJECTIVES

1. To provide a training framework in which personnel of the Support Services will learn of significant programs and activities of the various Support Offices and will learn of policies and trends in Agency support.
2. To provide an environment in which individuals from various Offices of Support Services will get to know one another in order to enhance future work relationships.

OFFICE OF TRAINING

Support School

Administrative Training

Course Administrator: [REDACTED]

25X1A

Office: Room 205, Chamber of Commerce Building, Ext. 3567

E2 IMPDET CL BY 008781



SUPPORT SERVICES REVIEW TRENDS AND HIGHLIGHTS

Monday, 26 February 1973

1000-1040 Welcome, Administration
and Security

25X1A

Course Administrator,
Office of Training

1050-1150 CIA and National Security

Briefing Officer, School
of Intelligence and World
Affairs, Office of Training

25X1A

1150-1300 Lunch

1300-1350 Office of Training:
Trends and Highlights

Deputy Director of
Training

25X1A

1400-1450 The Role of the Special
Support Assistant to the
Deputy Director for
Support

Special Support Assistant
to the Deputy Director
for Support

25X1A

1500-1550 Agency Records
Management

Records Management
Training Officer, OTR

25X1A

1600-1650 Tour of Records Center

Chief, Agency Archives
and

Chief, Agency Records
Center

25X1A

25X1A

SOCIAL HOUR & DINNER

SUPPORT SERVICES REVIEW TRENDS AND HIGHLIGHTS

Tuesday, 27 February 1973

0830-0945	Office of Finance: Trends and Highlights	<u>Thomas B. Yale</u> Director of Finance	
1000-1045	Introduction to Logistics	<u>John F. Blake</u> Director of Logistics	
1100-1200	Agency Depot System and Materiel Support to Overseas Operations	[REDACTED] Deputy Chief, Supply Division, OL	25X1A
1200-1310	Lunch and Exhibit	[REDACTED]	25X1A
1310-1350	Headquarters Logistics Support Problems	[REDACTED] Chief, Logistics Services Division, OL	25X1A
1400-1440	Procurement and Contracting for Materiel and Services	[REDACTED] Deputy Chief, Procurement Division, OL	25X1A
1450-1530	Support Rendered by Real Estate and Construction Facilities	[REDACTED] Deputy Chief, Real Estate and Construction Division, OL	25X1A
1540-1640	Support Rendered by the Printing Services Facilities	[REDACTED] Chief, Printing Services Division, OL	25X1A
1645-1700	Logistics Wrap-Up	<u>John F. Blake</u>	

SOCIAL HOUR & DINNER

SUPPORT SERVICES REVIEW TRENDS AND HIGHLIGHTS

Wednesday, 28 February 1973

25X1A	0815-0830	[REDACTED]		
	0845-1015	Office of Communications: Trends and Highlights	[REDACTED] Director of Communications	25X1A
	1030-1200	Communications Training	[REDACTED] Office of Communications	25X1A
25X1A	1200-1245	Lunch [REDACTED]		
	1245-1430	Tour - Covert Communications Laboratory	[REDACTED] Chief, Covert Communications Laboratory, Office of Communications	25X1A
25X1A	1430-1445	[REDACTED]		
	1510-1600	Psychiatric Staff Activities	[REDACTED] Chief, Psychiatric Staff, Office of Medical Services	25X1A
	1610-1700	Office of Medical Services: Trends and Highlights	<u>Dr. John R. Tietjen</u> Director, Office of Medical Services	




SOCIAL HOUR & DINNER

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SUPPORT SERVICES REVIEW TRENDS AND HIGHLIGHTS

Thursday, 1 March 1973

0845-1215	Security Trends and Highlights. An overview of current security missions and functions with emphasis upon new developments in the security field.	<u>Howard Osborn</u> Director of Security and <u>Office of Security</u> <u>Representatives</u>	
1215-1330	Lunch		
1330-1440	Personnel Benefits and Services	 Deputy Chief, Benefits and Services Division, Office of Personnel	25X1A
1450-1550	The Agency Retirement Program and Retirement Services	 Chief, Retirement Affairs Division, Office of Personnel	25X1A
1600-1700	Office of Personnel: Trends and Highlights	 Deputy Director of Personnel	25X1A

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SUPPORT SERVICES REVIEW TRENDS AND HIGHLIGHTS

Friday, 2 March 1973

0830-0915	Support Services Staff Program Responsibilities	[REDACTED] Deputy Chief, Support Services Staff	25X1A
0930-1100	Support Information Processing Systems	[REDACTED] Deputy Chief, Support Information Processing Systems (SIPS) Task Force	25X1A
		[REDACTED] Deputy Chief, Management Support Division, OCS	25X1A
		[REDACTED] Chief, Data Management Center Team, SIPS	25X1A
1110-1200	Microfilm Programs	[REDACTED] Chief, Microfilm Programs Branch, Support Services Staff	25X1A
1200-1315	Lunch		
1315-1415	Film: Need to Know		
1430-1515	Meeting with the Deputy Director for Support	<u>John Coffey</u>	
1520-1540	Final Administration	[REDACTED]	25X1A

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

SSR: Trends and Highlights Course Report # 40

FROM:

25X1A

205 C of C

EXTENSION

3567

NO.

DATE

27 March 1973

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

DC/SUS-AT

27 March 73

[Signature]

2.

3.

C/SUS

27 Mar 73

[Signature]

4.

5.

SA/CD
1026 C of C

24 Mar 3/28

AM

6.

EA/HR

29 Mar

[Signature]

7.

DDTR
1026 C of C

3 Apr 73

L

8.

DTR

3 Apr

HR

9.

DDTR
C/SUS

4 April 73

K

10.

205 C of C

5 April 73

[Signature]

11.

Chief Instructor

25X1A

12.

13.

14.

15.

I presume we change this to MSR. Any objections? [Signature]

None, provided: [Signature] relevant to us!

1) we can get printing press time for the Catalog revision;

2) you're willing to change the name of your School in the process. [Signature]

Discussed w/ DDTR prior to 3/28 with no result. 3 April 73 To DIR -

① OK on new name.

② I think we should ask [Signature] if he wants this course to go on. What do you think? AM

not yet

FORM
3-62

610

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40